

ADM-5.9

OSA 2411-04

15 May 1964

MEMORANDUM FOR: Chief, Logistics Services Division
THROUGH : Chief, Administrative Staff, DD/S&T
Chief, Survey Branch, Office of Security
SUBJECT : Telephone Relocation and Installation

1. It is requested that your office make the necessary arrangements to have the attached telephone installation in office complex 6B40/6B4402 accomplished as soon as possible. Existing telephone service in room 6B40 to be expanded to 6B4402.

2. One new Agency line is requested as present service is inadequate to service eight employees who will occupy these offices.

3. This requested installation will require the drilling of four new telephone holes as indicated on the attached drawing.

4. If required, OSA Allotment Number 4261-1000-1000 may be cited for any funding necessary. Please call extension 7761, for any further information required.

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Deputy Chief
Support Division, OSA

ATTACHMENT: a/s

APPROVED

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SI: 0 MAY 1964

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Chief, Survey Branch, Office of Security

cc: AS/LS/S&T
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The following telephone installation to be accomplished in Office Complex 6B40/6B4402. Existing telephone service in Room 6B40 to be moved to 6B4402:

<u>Instrument</u>	<u>Intercom To</u>	<u>Agency Lines</u>	<u>Outside Lines</u>	<u>Red Line</u>
#1	#6	5820 (Ring) New Agency Line	None	1657 (Ring)
#2	#6	Same as above	"	"
#3	#6	"	"	"
#4	#6	"	"	"
#5	#1	"	"	"
#6	#1	"	"	"
#7	#1	"	"	"

NOTE: All of the above instruments to be equipped with Intercom and Hold button.

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